

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

6 June 1969

To: All Training Officers of the Agency

SUBJECT: Changes in (1) Length of test in typewriting;
(2) Standards in typewriting; and
(3) Intervals between tests in
typewriting and in shorthand

1. The following changes will be effective
16 June 1969:

- a. The Agency will give 5-minute timed writings (in lieu of 10-minute writings) to those persons who are tested in typewriting.
- b. Because of the difference in the length of the tests, the error scale has been revised. The new scale is reproduced on the reverse of this bulletin.
- c. The intervals between tests in typewriting and in shorthand for on-duty personnel will be modified. The new cycle of eligibility for any one person will be as follows:
 - (1) An employee may be tested three times: once on any three scheduled test days.
 - (2) After the third test, an employee must wait 90 days before taking each subsequent qualifying test.

2. Inquiries concerning the new requirements may be directed to the Chief of the Clerical Training Faculty, [REDACTED], extension [REDACTED]

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(Over, please)

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AGENCY ERROR GUIDE FOR 5-MINUTE TYPING TEST

<u>Gross Words</u>	<u>Maximum Errors Permitted</u>	<u>Gross Words</u>	<u>Maximum Errors Permitted</u>
40	0	62	5
41	0	63	5
42	1	64	5
43	1	65	5
44	1	66	6
45	1	67	6
46	2	68	6
47	2	69	6
48	2	70	6
49	2	71	7
50	2	72	7
51	3	73	7
52	3	74	7
53	3	75	7
54	3	76	8
55	3	77	8
56	4	78	8
57	4	79	8
58	4	80	8
59	4	81	9
60	4	82	9
61	5	83	9

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